

## Appointment Change to Change Employee Sub-group

PA40

### Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
5/2/2005	Chylynn Hansel	Draft
5/31/05	Teresa Dillon	SME Review
9/30/05	Chylynn Hansel	Edits
10/3/05	Teresa Dillon	SME Review
	Heather Hanson	Training Review
10/11/2005	Ned Bedinger	Update with review comments.
7/23/06	Chylynn Hansel	Edits

## Purpose

Use this procedure to change an employee's **Employee subgroup** to hourly when the position's **Employee subgroup** is set to monthly or change the **Employee subgroup** to monthly when the position's **Employee subgroup** is set to hourly.

## Trigger

Perform this procedure to change an employee's **Employee subgroup** to hourly when the position's **Employee subgroup** is set to monthly or **Employee subgroup** to monthly when the position's **Employee subgroup** is set to hourly.

## Prerequisites

- The **Employee subgroup** of a position is set to monthly and employee who is in the position is to be compensated at an hourly rate or the position is set to hourly and the employee is to be compensated at a monthly rate.



**Prior to performing this procedure:**

- Write down the employee's **Next Increase Date** on *Basic Pay* infotype (0008).



The appointment change will take out the employee's next increase date.

- During this procedure insert the correct **Next Increase Date** in the **Next Increase Date** field on *Basic Pay* infotype (0008).

## Menu Path

Human Resources → Personnel Management → Administration → HR Master Data → Personnel Actions




## Transaction Code







**PA40**

## Helpful Hints

In this scenario the employee subgroup will change from monthly to hourly.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to proceed.

Message Type	Description
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

**Related Procedure:**

None

## Procedure

1. Start the transaction using the above menu path or transaction code **PA40**.


## Personnel Actions

The screenshot shows the SAP Personnel Actions (PA40) transaction. The left sidebar contains a 'Find by' section with options: 'Person', 'Collective search help', 'Search term', and 'Free search'. The main area features a table titled 'Personnel Actions' with columns: 'Action Type', 'Personnel no.', 'EE group', and 'EE subg...'. The 'Appointment Change' row is highlighted. Above the table, there are input fields for 'Personnel no.' and 'From'.

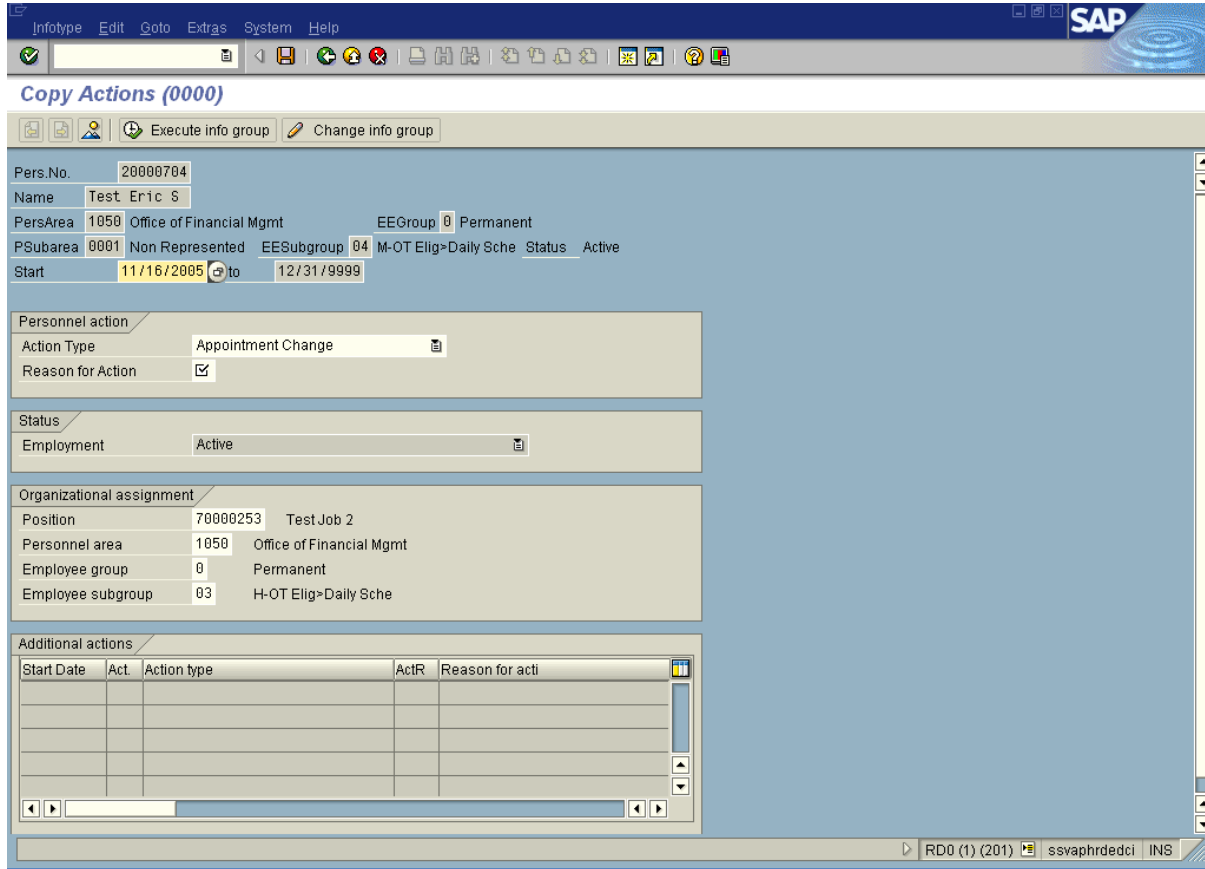
2. Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique, identifying number. <b>Example:</b> 20000764
From	R	The effective date of the appointment change. <b>Example:</b> 11/16/2005

3. Click the gray box to the left of **Appointment Change** to select.

4. Click  (Execute) to execute the action.

### Copy Actions (0000)



The screenshot shows the SAP 'Copy Actions (0000)' transaction. The top bar includes the SAP logo and standard menu options. Below the title bar, there are buttons for 'Execute info group' and 'Change info group'. The main area is divided into several sections:

- Pers.No.:** 20000704
- Name:** Test Eric S
- PersArea:** 1050 Office of Financial Mgmt
- EEGroup:** 0 Permanent
- PSubarea:** 0001 Non Represented
- EESubgroup:** 04 M-OT Elig>Daily Sche
- Status:** Active
- Start:** 11/16/2005 to 12/31/9999


Below these fields are three main sections:

- Personnel action:**
  - Action Type:** Appointment Change
  - Reason for Action:** ☒
- Status:**
  - Employment:** Active
- Organizational assignment:**
  - Position:** 70000253 Test Job 2
  - Personnel area:** 1050 Office of Financial Mgmt
  - Employee group:** 0 Permanent
  - Employee subgroup:** 03 H-OT Elig>Daily Sche

At the bottom, there is a table for 'Additional actions' with columns: Start Date, Act., Action type, ActR, and Reason for acti. The table is currently empty.

5. Complete the following fields:

Field Name	R/O/C	Description
Reason for Action	R	The Reason for Action. <b>Example:</b> Change in EE Subgroup

6. Click  (Matchcode) to open the selection list.

## Reason for Action (1) 47 Entries Found

Reason for Action (1) 47 Entries Found

Restrictions

Action Type: U3  
Name of action type: Appointment Change

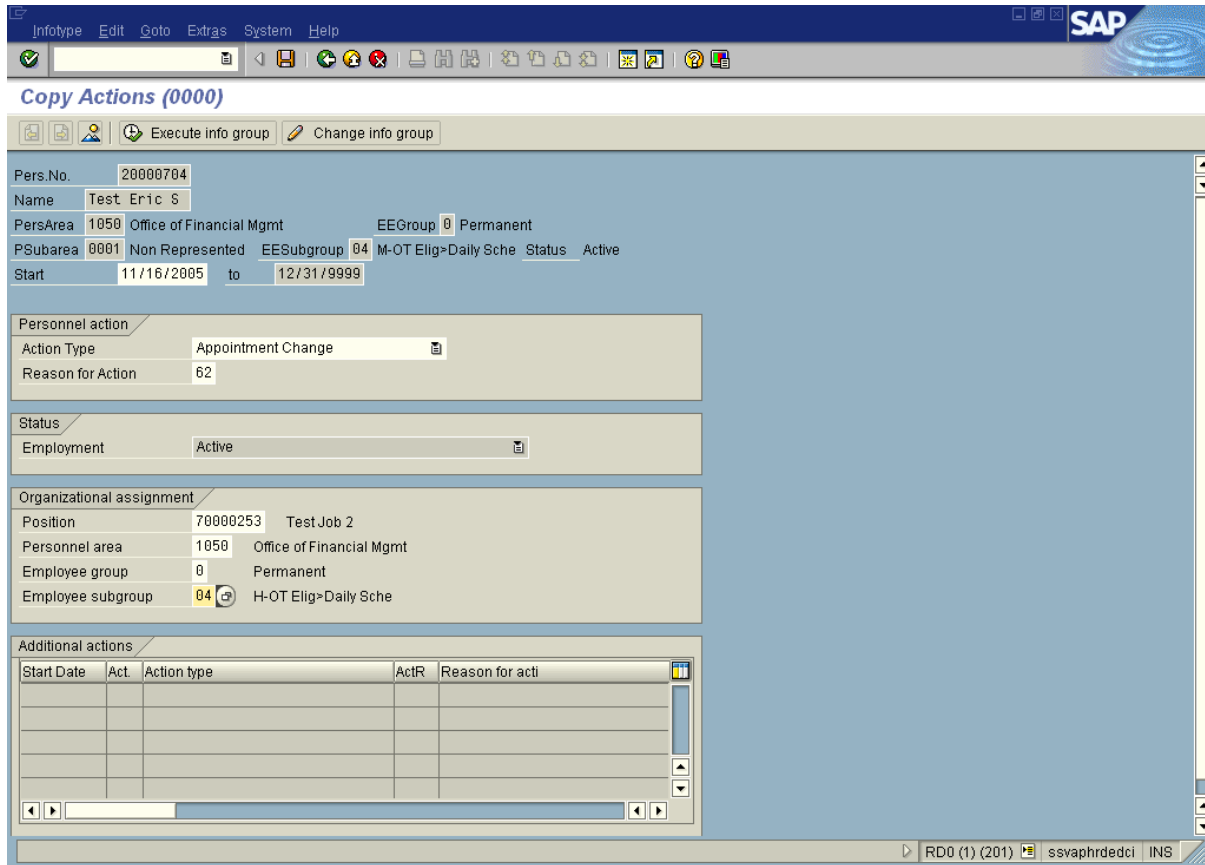
Ac...	Name of reason for action
31	Realloc/Reclass Appointment
32	Reassignment
34	Reinstatement
35	Return Career Seasonal
38	Return from Exempt Apptmt
39	Return from Informal Layoff
40	Return from Non-Perm. On Call
41	Return from Project Apptmt
42	Return from Temporary
43	Return from Transition Apptmt
44	Return from WMS Acting Apptmt
45	Return from WMS to Classified
46	Reversion Appointment
47	RIF Appointment
48	RTP Appointment
53	Seasonal Appointment
54	Status Change
55	Supported Employment Apptmt
57	Training Incentive Advancement
58	Transfer Appointment
59	Non-Perm. Limited
60	Transition Review Period
61	Return from Non-Perm. Limited
62	Change in EESubgroup

47 Entries Found

7. Click **62** Change in EESubgroup .

8. Click  (Copy) to accept.

## Copy Actions (0000)



The screenshot shows the SAP 'Copy Actions (0000)' form. The top bar includes the SAP logo and standard menu options. Below the title bar, there are buttons for 'Execute info group' and 'Change info group'. The form is divided into several sections: 'Personnel action' with fields for 'Action Type' (Appointment Change) and 'Reason for Action' (62); 'Status' with 'Employment' set to 'Active'; 'Organizational assignment' with fields for 'Position' (70000253), 'Personnel area' (1050), 'Employee group' (0), and 'Employee subgroup' (04); and 'Additional actions' which is a table with columns for 'Start Date', 'Act', 'Action type', 'ActR', and 'Reason for acti'. The bottom status bar shows 'RD0 (1) (201)' and 'ssvaphrddci INS'.

Pers.No. 20000704  
Name Test Eric S  
PersArea 1050 Office of Financial Mgmt EEGroup 0 Permanent  
PSubarea 0001 Non Represented EESubgroup 04 M-OT Elig>Daily Sche Status Active  
Start 11/16/2005 to 12/31/9999

Personnel action  
Action Type Appointment Change  
Reason for Action 62


Status  
Employment Active

Organizational assignment  
Position 70000253 Test Job 2  
Personnel area 1050 Office of Financial Mgmt  
Employee group 0 Permanent  
Employee subgroup 04 H-OT Elig>Daily Sche

Additional actions

Start Date	Act	Action type	ActR	Reason for acti

RD0 (1) (201) ssvaphrddci INS

9. In the **Organizational assignment** group, in the **Employee subgroup** field, click  (Matchcode) to open the selection list:

## Employee subgroup (1) 9 Entries Found

Employee subgroup (1) 19 Entries Found			
Restrictions			
EEGrp	Name of EE Group	ESGrp	Name of EE Subgrp
0	Permanent	00	Hourly (H) OT Exempt
0	Permanent	01	Monthly(M) OT Exempt
0	Permanent	02	Daily OT Exempt
0	Permanent	03	H-OT Elig>Daily Sche
0	Permanent	04	M-OT Elig>Daily Sche
0	Permanent	05	H-OT Elig>40hrs/wk
0	Permanent	06	M-OT Elig>40hrs/wk
0	Permanent	09	H-OT Elig Law En>160
0	Permanent	10	M-OT Elig Law En>160
0	Permanent	11	H-OT Elig Law En>171
0	Permanent	12	M-OT Elig Law En>171
0	Permanent	13	H-OT Elig>8hrs/wkday
0	Permanent	14	M-OT Elig>8hrs/wkday
0	Permanent	15	H-OT Elig Nrs>80h/2w
0	Permanent	16	M-OT Elig Nrs>80h/2w
0	Permanent	17	H-OT Elig>Shift
0	Permanent	18	M-OT Elig>Shift
0	Permanent	19	H-OT Elig>Sched WSF
0	Permanent	20	M-OT Elig>Sched WSF

10. Click to select the appropriate subgroup.

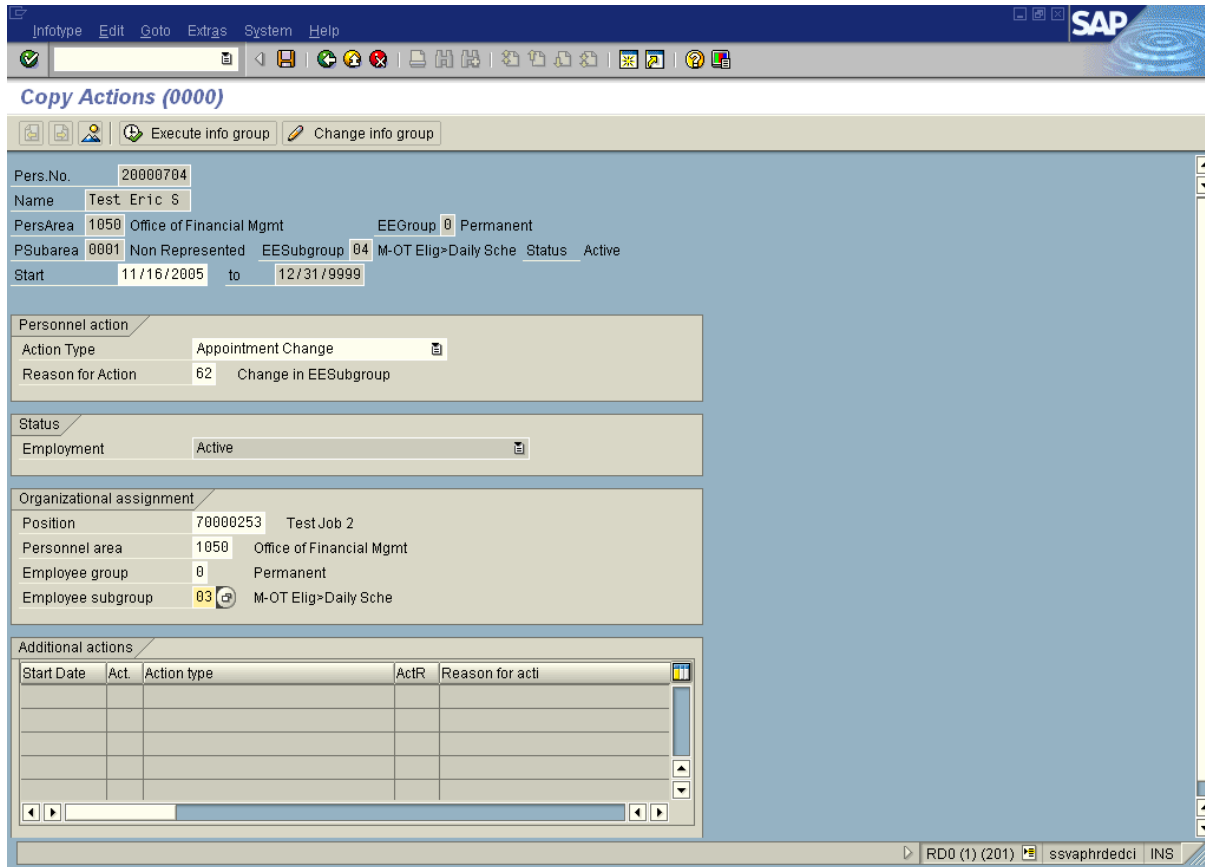
**Example:**

0	Permanent	03	H-OT Elig>Daily Sche
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11. Click  (Copy) to accept.




## Copy Actions (0000)



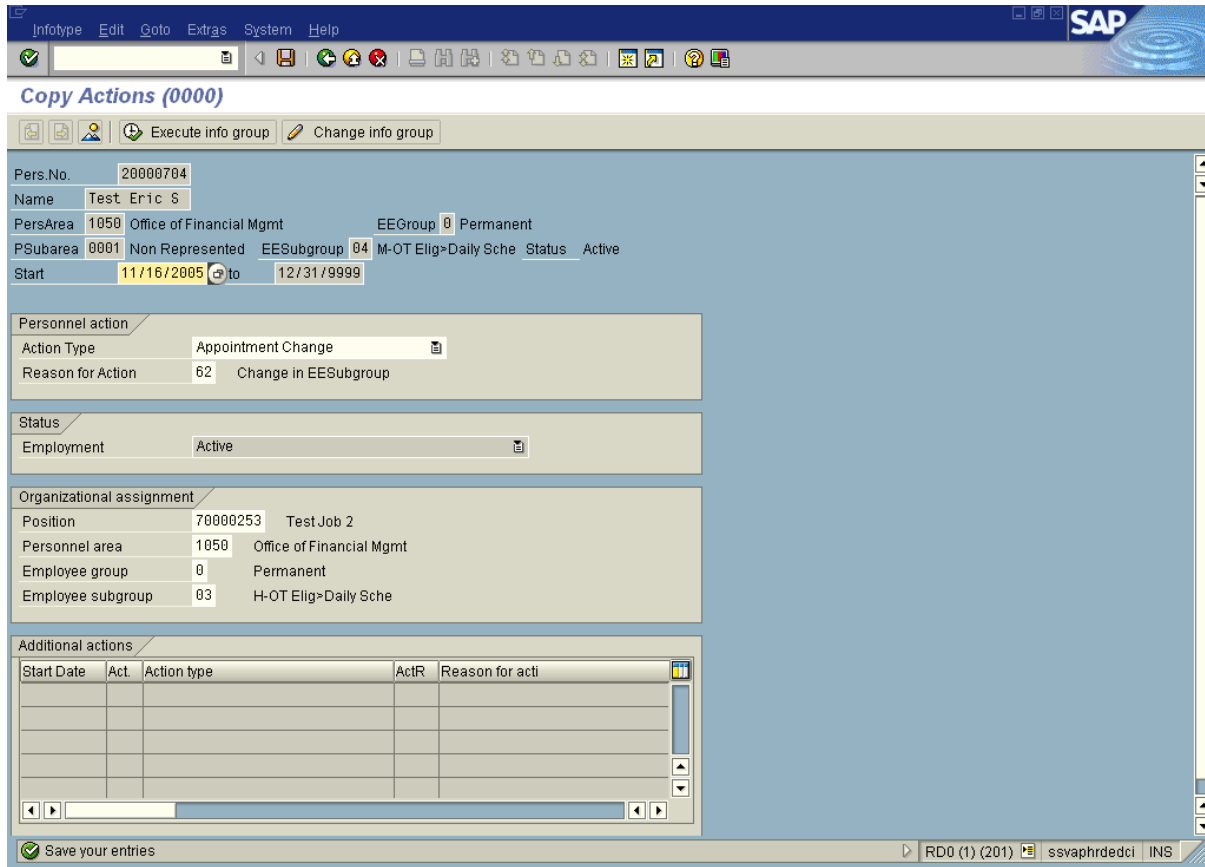
The screenshot shows the SAP 'Copy Actions (0000)' transaction. The top bar includes the SAP logo and standard menu options (Infotype, Edit, Goto, Extras, System, Help). Below the menu is a toolbar with various icons. The main area is divided into several sections:

- Personnel data:** Pers.No. 20000704, Name Test Eric S, PersArea 1050 Office of Financial Mgmt, EESubgroup 04 M-OT Elig>Daily Sche, Status Active, Start 11/16/2005 to 12/31/9999.
- Personnel action:** Action Type Appointment Change, Reason for Action 62 Change in EESubgroup.
- Status:** Employment Active.
- Organizational assignment:** Position 70000253 Test Job 2, Personnel area 1050 Office of Financial Mgmt, Employee group 0 Permanent, Employee subgroup 03 M-OT Elig>Daily Sche.
- Additional actions:** A table with columns Start Date, Act, Action type, ActR, and Reason for acti.

The bottom status bar shows 'RD0 (1) (201)' and 'ssvaphrdedci INS'.

12. Click  (Enter) to validate the information.

## Copy Actions (0000)



The screenshot shows the SAP 'Copy Actions (0000)' form. The top bar includes the SAP logo and a menu with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main form area is titled 'Copy Actions (0000)' and contains several sections:

- Personnel action:** Includes fields for 'Action Type' (Appointment Change) and 'Reason for Action' (62 Change in EESubgroup).
- Status:** Includes a field for 'Employment' (Active).
- Organizational assignment:** Includes fields for 'Position' (70000253 Test Job 2), 'Personnel area' (1050 Office of Financial Mgmt), 'Employee group' (0 Permanent), and 'Employee subgroup' (03 H-OT Elig>Daily Sche).
- Additional actions:** A table with columns 'Start Date', 'Act', 'Action type', 'ActR', and 'Reason for acti'.

At the bottom of the form, there is a 'Save your entries' button and a status bar showing 'RD0 (1) (201)' and 'ssvaphrdedci INS'.

13. Click  (Save) to save.

## Copy Organizational Assignment (0001)

**Copy Organizational Assignment (0001)**

Personnel No. 20000704 Name Test, Eric S

PersArea 1050 Office of Financial Mgmt EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 04 M-OT Elig>Daily Sche Status Active

Start 11/16/2005 to 12/31/9999

**Enterprise structure**

CoCode WA01 STATE OF WASHINGTON

Pers.area 1050 Office of Financial Mgmt Subarea 0001 Non Represented

Cost Ctr 1051600 SWFS - DRS Bus. Area 1050 Office of Financial Manag...

Fund

**Personnel structure**

EE group 0 Permanent Payr.area 11 Semi-monthly

EE subgroup 03 H-OT Elig>Daily Sche Contract Probation

**Organizational plan**

Percentage 100.00 Assignment

Position 70000253 TestJob 2

Job key 50000101 TestJob

Exempt N

Org. Unit 30000176 Admin

Org.key 1231 Administration

**Administrator**

PersAdmin

Time

PayrAdmin

RD0 (1) (201) ssvaphrddci INS

14. Perform one of the following:

If	Go To
The <b>Contract Group</b> is not correct	Step 15
The <b>Contract Group</b> is correct	Step 17

15. In the **Personnel structure** group, in the **Contract** field, click  (Dropdown) and select the type of contract from the drop-down list.

**Example:** Probation

## Copy Organizational Assignment (0001)

SAP

Infotype Edit Goto Extras System Help

**Copy Organizational Assignment (0001)**

Org Structure

Personnel No. 20000704 Name Test, Eric S

PersArea 1050 Office of Financial Mgmt EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 04 M-OT Elig>Daily Sche Status Active

Start 11/16/2005 to 12/31/9999

**Enterprise structure**

CoCode WA01 STATE OF WASHINGTON

Pers.area 1050 Office of Financial Mgmt Subarea 0001 Non Represented

Cost Ctr 1051600 SWFS - DRS Bus. Area 1050 Office of Financial Manag...

Fund

**Personnel structure**

EE group 0 Permanent Payr.area 11 Semi-monthly

EE subgroup 03 H-OT Elig>Daily Sche Contract Probation

**Organizational plan**

Percentage 100.00 Assignment

Position 70000253 TestJob 2

Job key 50000101 TestJob

Exempt N

Org. Unit 30000176 Admin

Org.key 1231 Administration


**Administrator**

PersAdmin

Time

PayrAdmin

RD0 (1) (201) ssvaphrddci INS

16. Click  (Enter) to validate the information.

17. Click  (Save) to save.

## Change Contract Elements (0016)

Personnel No. 20000704 Name Test Eric S

PersArea 1050 Office of Financial Mgmt EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 04 M-OT Elig>Daily Sche Status Active

Start 01/01/2005 to 12/31/9999 Chng 09/30/2005 CHYLYNNH

Contractual regulations

Contract type Non-Permanent


Periods

Probationary period 6 Months

RD0 (1) (201) ssvaphrddci INS



This infotype should be correct from the employee's original appointment or trial service appointment.

18. Click  (Enter) to validate the information.

19. Click  (Save) to save.

## Create Planned Working Time (0007)


20. Perform one of the following:

If	Go To
The <b>Work Schedule Rule</b> and <b>Time Mgmt Status</b> are not correct	<a href="#">Step 22</a>
The <b>Work Schedule Rule</b> and <b>Time Mgmt Status</b> are correct	<a href="#">Step 27</a>

## Create Planned Working Time (0007)

21. Complete the following fields:

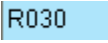
Field Name	R/O/C	Description
Work schedule rule	R	The Work schedule rule. <b>Example:</b> R030

22. Click  (Matchcode) to open the selection list.

## Restrict Value Range (1) 52 Entries Found

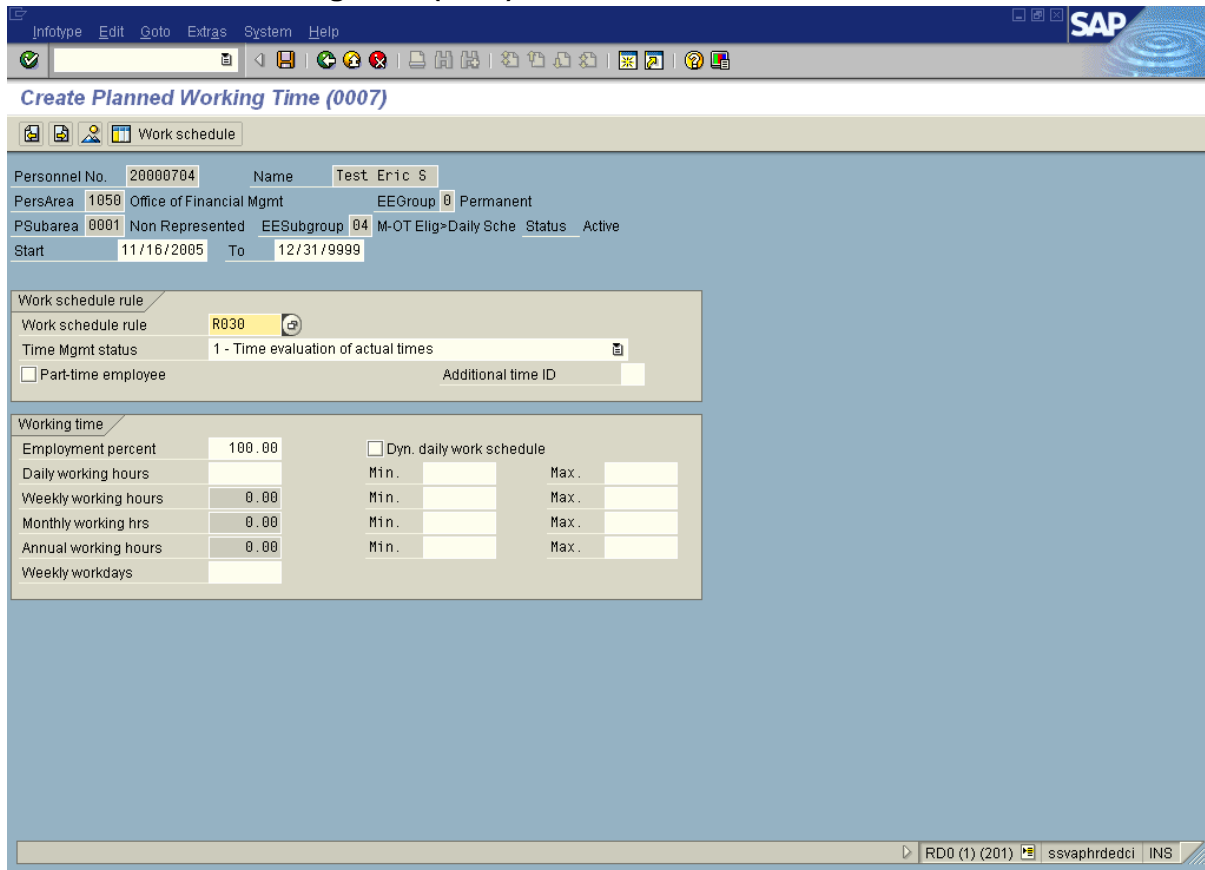
Restrict Value Range (1) 52 Entries Found				
Restrictions				
<div> </div>				
ES grouping: 1 Holiday calendar ID: 5C PS grouping: 10				
WS ru...	Work schedule rule text	PWS	Start Date	End Date
FULL	5-8s: M-F 8 hpd	P001	01/01/1990	12/31/9999
R003	5-8s: T-St, 8 hpd	P003	01/01/1990	12/31/9999
R005	5-8s: W-Sn, 8 hpd	P005	01/01/1990	12/31/9999
R007	5-8s: Th-M, 8 hpd	P007	01/01/1990	12/31/9999
R009	5-8s: F-T, 8 hpd	P009	01/01/1990	12/31/9999
R011	5-8s: St-W, 8 hpd	P011	01/01/1990	12/31/9999
R013	5-8s: Sn-Th, 8 hpd	P013	01/01/1990	12/31/9999
R015	4-10s: M-Th, 10 hpd	P015	01/01/1990	12/31/9999
R017	4-10s: T-F, 10 hpd	P017	01/01/1990	12/31/9999
R019	4-10s: W-St, 10 hpd	P019	01/01/1990	12/31/9999
R021	4-10s: Th-Sn, 10 hpd	P021	01/01/1990	12/31/9999
R023	4-10s: F-M, 10 hpd	P023	01/01/1990	12/31/9999
R025	4-10s: St-T, 10 hpd	P025	01/01/1990	12/31/9999
R027	4-10s: Sn-W, 10 hpd	P027	01/01/1990	12/31/9999
R030	24/7: M-Sn, 24 hpd	P029	01/01/1990	12/31/9999
R031	4-9s/4: M-Th 9, F 4	P031	01/01/1990	12/31/9999
R033	4-9s/4: T-F 9, St 4	P033	01/01/1990	12/31/9999
R035	4-9s/4: W-St 9, Sn 4	P035	01/01/1990	12/31/9999
R037	4-9s/4: Th-Sn 9, M 4	P037	01/01/1990	12/31/9999
R039	4-9s/4: F-M 9, T 4	P039	01/01/1990	12/31/9999
R041	4-9s/4: St-T 9, W 4	P041	01/01/1990	12/31/9999
R043	4-9s/4: Sn-W 9, Th 4	P043	01/01/1990	12/31/9999
R045	2Wk: M-Th 9, F 8, 2nd F 0	P045	01/01/1990	12/31/9999
R047	2Wk: M-Th 9, F 0, 2nd F 8	P047	01/01/1990	12/31/9999
R049	2Wk: M-F 9, 2nd Th 8, F 0	P049	01/01/1990	12/31/9999
R051	2Wk: M 8, T-F 9, 2nd M 0	P051	01/01/1990	12/31/9999
R053	2Wk: M 0, T-F 9, 2nd M 8	P053	01/01/1990	12/31/9999
R055	2Wk: M-Th 9, F 8, 2nd M 0	P055	01/01/1990	12/31/9999
R057	2Wk: M 0, T-F 9, 2nd M 8, F 0	P057	01/01/1990	12/31/9999
52 Entries Found				




23. Click  24/7: M-Sn, 24 hpd P029 01/01/1990 12/31/9999 .

24. Click  (Copy) to accept.


### Create Planned Working Time (0007)



The screenshot shows the SAP 'Create Planned Working Time (0007)' screen. The top bar includes the SAP logo and navigation icons. Below the title bar, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The main content area is divided into several sections. The 'Work schedule' section contains fields for 'Personnel No.' (20000704), 'Name' (Test Eric S), 'PersArea' (1050 Office of Financial Mgmt), 'EEGroup' (0 Permanent), 'PSubarea' (0001 Non Represented), 'EESubgroup' (04 M-OT Elig>Daily Sche), 'Status' (Active), 'Start' (11/16/2005), and 'To' (12/31/9999). Below this, the 'Work schedule rule' section has a dropdown menu showing 'R030', a 'Time Mgmt status' field with '1 - Time evaluation of actual times', and a checkbox for 'Part-time employee'. The 'Working time' section includes a table for 'Employment percent' (100.00), 'Daily working hours', 'Weekly working hours', 'Monthly working hrs', 'Annual working hours', and 'Weekly workdays'. To the right of this table is a section for 'Dyn. daily work schedule' with 'Min.' and 'Max.' fields for each of the four time periods. The bottom status bar shows 'RD0 (1) (201)' and 'ssvaphrddci INS'.

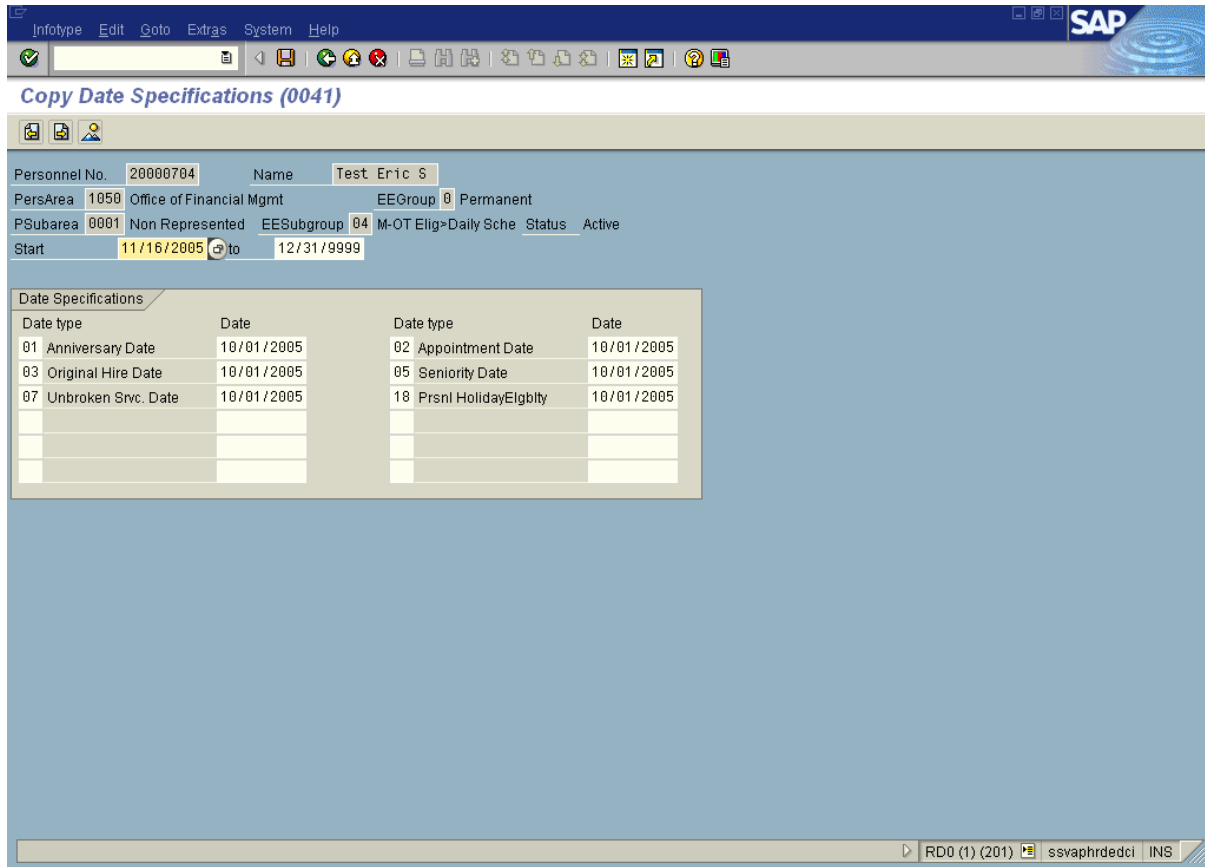
25. Click  (Dropdown) to select from the drop-down list.

**Example:** 1 - Time evaluation of actual times

26. Click  (Enter) to validate the information.

27. Click  (Save) to save.

## Copy Date Specifications (0041)




The screenshot shows the SAP 'Copy Date Specifications (0041)' screen. At the top is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains a form with the following fields:

- Personnel No.: 20000704
- Name: Test, Eric S
- PersArea: 1050 Office of Financial Mgmt
- EEGroup: 0 Permanent
- PSubarea: 0001 Non Represented
- EESubgroup: 04 M-OT Elig>Daily Sche
- Status: Active
- Start: 11/16/2005 to 12/31/9999

Below the form is a table titled 'Date Specifications' with two columns: 'Date type' and 'Date'.

Date type	Date
01 Anniversary Date	10/01/2005
03 Original Hire Date	10/01/2005
07 Unbroken Svc. Date	10/01/2005
02 Appointment Date	10/01/2005
05 Seniority Date	10/01/2005
18 Prsnl HolidayElgblty	10/01/2005

At the bottom right of the screen, there is a status bar showing 'RD0 (1) (201)', 'ssvaphrddedci', and 'INS'.

28. Click  (Enter) to validate the information.

29. Click  (Save) to save.

## Create Basic Pay (0008)


The screenshot displays the SAP 'Create Basic Pay (0008)' transaction. The top bar includes the SAP logo and standard menu options. The main form is divided into several sections:

- Personnel Data:** Personnel No. 20000704, Name Test, Eric S, PersArea 1050 Office of Financial Mgmt, EEGroup 0 Permanent, PSubarea 0001 Non Represented, EESubgroup 04 M-OT Elig>Daily Sche, Status Active, Start 11/16/2005 to 12/31/9999.
- Subtype:** 0 Basic contract.
- Pay scale:** Reason (checked), Capacity util. level 100.00, PS type 01 WFSE, Work hours/period 87.00 Semi-monthly, PS area 01 Standard Progression, Next increase, PS group 40 Level A, Annual salary 29,879.00 USD.
- Wage Table:** A table with columns: Wage Type Long Text, O. Amount, Curr. I., A., Number/unit, Unit. The first row shows '1001 Base Rate / Hourly Wage' with an amount of 14.31 USD.
- Summary:** IV 11/16/2005 - 12/31/9999, 14.31 USD.

At the bottom, a status bar indicates 'Record created' and 'RD0 (1) (201) ssvaphrddci INS'.



The employee's pay will change from monthly to hourly when the employee subgroup is changed on action Infotype (0000).

30. In the Pay scale group, in the Reason field, click  (Matchcode) to open the selection list (to activate the next increase date).

## Reason for Changing Master Data (1) 22 Entries Found

Reason for Changing Master Data (1) 22 Entries Found

Restrictions

Infotype: 0008

Re	Reason text
01	Periodic Increment
02	Rng Inc Due to Board Action
03	Rdctn in slry w/in rng Discipl
04	Return from Red in Salary
05	Salary Adjmnt by Leg Action
06	W Rate (WMS Only)
07	Y Rate (Non WMS Only)
08	WMS Raise - Int Slry Rel Prob
09	WMS Raise - Grwth & Developmen
10	WMS Raise - Rec&Retention Prob
11	Employee Put on Disability Pay
12	Employee Taken off Dis Pay
13	Employee Put on Special Pay
14	Employee Taken Off Special Pay
15	Range Adjust-Multiple Level
16	Salary Adjust-Higher Education
17	Salary Adjust-Inversion/Comp
18	Sal. Adjust-Recruit/Retention
19	Initial Appointment
20	Appointment Change
21	Salary adjmnt by Pers Area

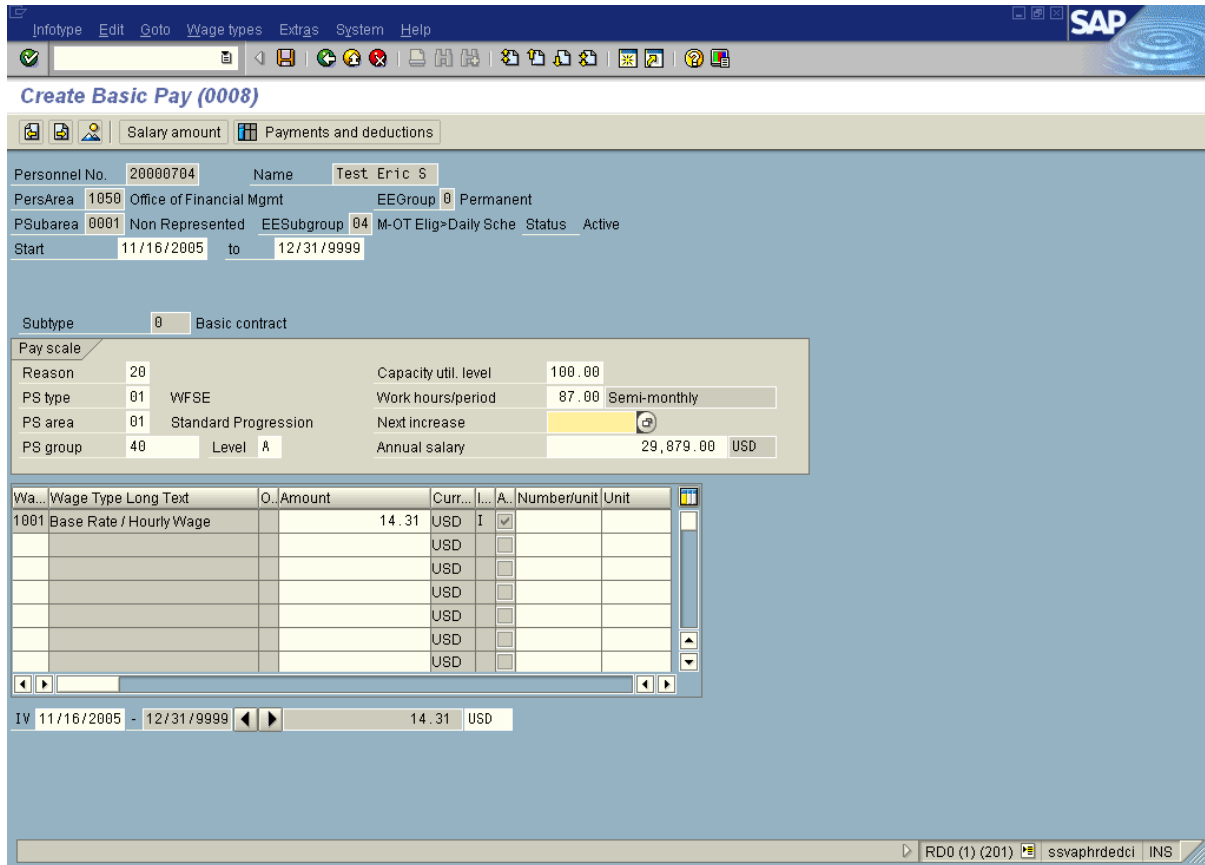
22 Entries Found

31. Click the appropriate reason to select.

Example: **20** Appointment Change

32. Click  (Copy) to accept.

## Create Basic Pay (0008)



The screenshot shows the SAP 'Create Basic Pay (0008)' form. The top bar includes the SAP logo and menu options like Infotype, Edit, Goto, Wage types, Extras, System, and Help. The form is titled 'Create Basic Pay (0008)' and has tabs for 'Salary amount' and 'Payments and deductions'. The 'Salary amount' tab is active.

Personnel No. 20000704 Name Test, Eric S

PersArea 1050 Office of Financial Mgmt EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 04 M-OT Elig>Daily Sche Status Active

Start 11/16/2005 to 12/31/9999

Subtype 0 Basic contract

Pay scale

Reason	20	Capacity util. level	100.00
PS type	01 WFSE	Work hours/period	87.00 Semi-monthly
PS area	01 Standard Progression	Next increase	
PS group	40 Level A	Annual salary	29,879.00 USD


Wage Type Long Text	O. Amount	Curr...	I...	A.	Number/unit	Unit
1001 Base Rate / Hourly Wage	14.31	USD	I	<input checked="" type="checkbox"/>		
		USD		<input type="checkbox"/>		
		USD		<input type="checkbox"/>		
		USD		<input type="checkbox"/>		
		USD		<input type="checkbox"/>		
		USD		<input type="checkbox"/>		

IV 11/16/2005 - 12/31/9999 14.31 USD

RD0 (1) (201) ssvaphrdedci INS

33. In the **Next increase** field, enter the date for the next scheduled pay increase

**Example:** 04/01/2006

34. Click  (Enter) to validate the information.

## Create Basic Pay (0008)

The screenshot shows the SAP 'Create Basic Pay (0008)' transaction. The top bar includes the SAP logo and standard menu options. Below the title bar, there are tabs for 'Salary amount' and 'Payments and deductions'. The main form contains the following data:

Personnel No. 20000704 Name Test, Eric S  
PersArea 1050 Office of Financial Mgmt EEGroup 0 Permanent  
PSubarea 0001 Non Represented EESubgroup 04 M-OT Elig>Daily Sche Status Active  
Start 11/16/2005 to 12/31/9999

Subtype 0 Basic contract


Pay scale

Reason	20	Capacity util. level	100.00
PS type	01 WFSE	Work hours/period	87.00 Semi-monthly
PS area	01 Standard Progression	Next increase	4/1/2006
PS group	40 Level A	Annual salary	29,879.00 USD

Wage Type Long Text	O. Amount	Curr...	I...	A.	Number/unit	Unit
1001 Base Rate / Hourly Wage	14.31	USD	I	<input checked="" type="checkbox"/>		
		USD		<input type="checkbox"/>		
		USD		<input type="checkbox"/>		
		USD		<input type="checkbox"/>		
		USD		<input type="checkbox"/>		
		USD		<input type="checkbox"/>		

IV 11/16/2005 - 12/31/9999 14.31 USD

At the bottom right, there is a status bar showing 'RD0 (1) (201)' and 'ssvaphrddci INS'.

35. Click  (Enter) to validate the information.

36. Click  (Save) to save.

37. You have completed this transaction.

### Result

You have changed the **Employee subgroup** of an employee to hourly when the position's **Employee subgroup** is set to monthly or change the **Employee subgroup** to monthly when the position's **Employee subgroup** is set to hourly.

### Comments